

**Minneapolis Public Schools  
Human Resources Department  
August 7, 2008**

**To: School Year Support Employees, Principals, and Department Heads**  
**From: Pat Pratt-Cook, Chief of Human Resources and Accountability**  
**Re: 2008-2009 Calendar of Dates for Return and Ending Dates**

**2008-2009 CLASSIFIED EMPLOYEES SCHOOL YEAR CALENDAR**

<b><u>GROUP</u></b>	<b>Start Date</b>	<b>End of Year Date</b>
<b>A</b> School Secretary I, II, and III; Middle school and Sr. High Clerical/Library; Social Worker Clerks; MISA; Other School Clerical Staff (Clerk Typist II, Account Clerks, others) (Includes the release days listed below)	August 11, 2008	June 19, 2009

**The below are release days within the student year that can be worked with no additional cost to the budget :**

10/03/08 – Parent/Teacher Conference Day	02/27/09 – Site Professional Development/Conferences
10/16/08– State Fall Professional Day	03/06/09 – District Professional Development Day
10/17/08 – AFSCME <u>ONLY</u> Professional Development Day	04/03/09 – Recordkeeping Day
11/03/08 - Recordkeeping Day	05/04/09 – Site Professional Development Day
01/23/09 - Recordkeeping Day	

Time worked during winter or spring break, or hours worked in excess of budgeted hours per week **MUST** be paid from extended time budgets. Vacation time may be used during winter and spring breaks or at other times as approved by supervisor. All staff is expected to use their earned vacation time during the school year. The site may choose to have staff work or attend staff development activities for their normal scheduled hours on release days provided they are a part of the budget allocation. The release days designated **ARE** included in the budget allocation. Days worked in excess of these designated days require supervisor approval and **MUST** be paid from extended time budgets.

<b><u>GROUP</u></b>	<b>Start Date</b>	<b>End of Year Date</b>
<b>B</b> Chemical Health Specialists; Health Service Assistants/ LPN Student Support Specialists, Security Monitors, Members of the Educational Assistants Bargaining Group (Includes the release days listed below)	August 26, 2008	June 9, 2009

Time worked during winter or spring break, or hours worked in excess of budgeted hours per week **MUST** be paid from extended time budgets. Vacation time may be used during winter and spring breaks or at other times as approved by supervisor. All staff is expected to use their earned vacation time during the school year. The site may choose to have staff work or attend staff development activities for their normal scheduled hours on release days provided they are a part of the budget allocation. The release days **ARE** included in the budget allocation. Days worked in excess of these designated days require supervisor approval and **MUST** be paid from extended time budgets.

**Supervisors may schedule employees in Group B for these release days without any additional cost to the budget:**

8/26/08 – District Professional Development Day	11/3/08 – ESP’S-Professional Development Day/ AFSCME-Recordkeeping Day
8/27/08 – District/Site Professional Development Day	2/27/09 – Site Professional Development/Conferences
8/28/08 - HSA’s/LPN’s <u>ONLY</u> Recordkeeping Day	3/06/09 – District Professional Development Day
10/16/08 – State Fall Professional Development Day	5/4/09 - Site Professional Development Day/ Elementary Classification Day
10/17/08 – AFSCME <u>ONLY</u> Professional Development Day, <u>does not include</u> HSA’s/LPN’s	

**Earned vacation for all SY clerical and ESP’s should be used during the school year when school is not in session; namely, the winter and spring recess periods, and other non-student contact days.**

**OVER**

***HOLIDAYS AND OTHER DAYS NOT SCHEDULED AS REGULAR WORK DAYS DURING THE  
2008-2009 SCHOOL YEAR:***

**GROUP A:**

September 1, 2008	Labor Day – Holiday
November 26, 2008	Teacher Flex Day
November 27 & 28, 2008	Thanksgiving - Holiday
December 22, 2008 - January 2, 2009	Winter Break
December 24, 2008	Christmas Eve - Holiday
December 25, 2008	Christmas-Holiday
December 31, 2008	New Year’s Eve – Holiday
January 1, 2009	New Years - Holiday
January 19, 2009	Martin Luther King-Holiday
February 16, 2009	Presidents’ Day-Holiday
April 6 - April 10, 2009	Spring Break
May 25, 2009	Memorial Day-Holiday

**GROUP B:**

August 28, 2008	Non-duty Day, except HSA’s and LPN’s
August 29, 2008	Non-duty Day
September 1, 2008	Labor Day—Holiday
October 17, 2008	Non-Duty Day- ESP’s, HSA’s and LPN’s
November 26, 2008	Non-duty Day
November 27 & 28, 2008	Thanksgiving—Holiday
December 22, 2008 - January 2, 2009	Winter Break
December 24, 2008	Christmas Eve - Holiday
December 25, 2008	Christmas-Holiday
December 31, 2008	New Year’s Eve – Holiday
January 1, 2009	New Years - Holiday
January 19, 2009	Martin Luther King—Holiday
January 23, 2009	Teacher Record keeping Day
February 16, 2009	Presidents’ Day-Holiday
April 3, 2009	Record Keeping Day
April 6 -April 10, 2009	Spring Break
May 25, 2009	Memorial Day-Holiday

**STUDENT school year is September 2, 2008-June 9, 2009**